

# Read on myON!



Do you want  
to use myON  
more efficiently?

Go online to  
access

[www.myon.com](http://www.myon.com)

Create a  
new group  
within your  
own class.

Add  
students to  
your group  
& save!

Create a small group in 3 easy steps!

## What is this training all about?

This module has been designed as a resource for Altoona Area teachers interested in utilizing the small group feature on the online reading reading platform, [www.myon.com](http://www.myon.com).

Users will learn how to create small groups within their class. In practice, this tool will help to organize students material and data as well promote increased productivity and engagement.

## Prerequisites:

- MyON Username & Password WITH pre-created class of students.
- Computer with internet access.
- Basic working knowledge of internet & computer.



Why should I take this training?  
What will I get out of it?  
How long will it take?

Results from the  
[www.surveymonkey.com](http://www.surveymonkey.com)

Sent to AASD teachers earlier,  
concluded that teachers in your  
building want more support for  
the online reading database,  
[www.myon.com](http://www.myon.com).

Teachers surveyed said that  
they are optimistic of new  
technology and like self-paced  
training opportunities.

Upon completion, you will be able to  
utilize these new skills and increase  
daily efficiency in your own  
classroom. With increased use,  
many other teachers have reported  
being able to easily build upon their  
new skills within the program.

In 30 minutes or less –  
you will create and confirm  
your small group in myON.

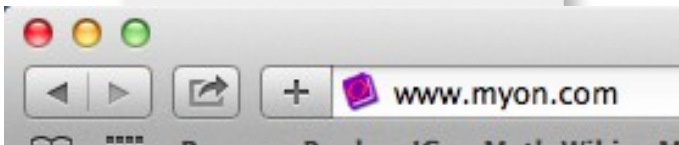


# Step 1

Access [www.myon.com](http://www.myon.com)  
on any internet browser

1

Type into browser:



Click

**Log in now**

2

Begin to enter  
"school name" &  
choose correct  
choice from list

A screenshot of the myON login page. The page has a purple header with the myON logo and the text "myChoice, myBooks, myGrowth". Below the header is a "Login" section. There are three input fields: "School name", "Password", and a third field. The "School name" field contains the text "junia" and has a dropdown menu showing two options: "Juniata Elementary, Altoona Area School District" and "Juniata Gap Elementary, Altoona Area School District". The "Password" field is empty. Below the input fields is a "Sign In" button. A green box at the bottom of the page contains the text "myON has been updated to 2.4.1 with Literacy Toolkit Reading Tools." Arrows point from the instruction boxes to the "School name" and "Password" fields.

3

Enter Username  
& Password into  
labeled boxes

# Step 2

## Create a new group within a class

The screenshot shows the myON interface. At the top, there is a purple header with the myON logo. Below it, there are two tabs: 'Classes' and 'Groups'. The 'Groups' tab is selected and highlighted in red. A green arrow points from the 'Open: Groups' link under the 'Groups' tab to the 'Groups' section. In the 'Groups' section, there is a table with columns for 'Name', 'Students', and 'Book'. The table contains one row with the name 'Kiraly's RTI', 14 students, and 296 books. Below the table, there is a green button labeled 'Create a new group'. To the right of the table, there are three buttons: 'New Book Reviews' (with the number 3), 'Previous Book Reviews' (with the number 0), and 'Delete' (with the text 'delete'). Below these buttons, there is a green button labeled 'Download'. At the bottom, there are two input fields: 'Group name:' and 'Group Description:'. A grey arrow points from the 'Create a new group' button to the 'Add Group' button at the bottom right of the interface.

**1**

Under red “Groups” tab, click the green arrow to “Open: Groups”

**2**

Click “Create a New Group” button, name your group & click “Add Group”

Name	Students	Book
Kiraly's RTI	14	296

Data totals of any students or teachers who have ever been members between

Create a new group

New Book Reviews: 3

Previous Book Reviews: 0

Delete: delete

Download

Group name:

Group Description:

Add Group

# Step 3

## Add students into the group

1

Under "Group Roster", click on your group name

Name	Students	B
Example	0	0
Kiraly's RTI	14	2

Data totals of any students or teachers who have ever been members

Create a new group Download

2

Click "Assign Students" to access student names.

3

Assess accuracy of checked box(es) of students & click "Save"



# Is your group set up correctly?

**1**

Under “Group Roster”, click on your group name

Name	Students
Example	0
Kiraly's RTI	14

Data totals of any students or teachers who have ever been membe

Create a new group Download

**2**

Access your newly created group & review student names.

If your group isn't visible – go back to check work or refer to Job Aid.





School name

Username

Password

To add a group to your class:

- 1 Access groups: -Open "Groups"
- 2 Create your group:  
-Click "Create a New Group"
- 3 Give your group a name:  
-Enter name, description, click "Add Group"
- 4 Find your students:  
-Scroll through student names
- 5 Finalize your new group:  
-Check the box(es) & "Save"



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-Check the box(es) & "Save"